

## Pay Your Fireworks Citation Fees Quickly and Easily Using Our Online Payment System

Bureau of Fire Services www.michigan.gov/bfs

The Bureau of Fire Services is pleased to offer a secure online payment system that is available 24 hours a day, 7 days a week to pay your citation fees. Please follow the instructions below to set up your account and pay using your Visa, MasterCard, Discover, or debit cards containing a Visa/MasterCard or Discover logo.

<u>STEP 1:</u> Have your Visa, MasterCard, Discover or Debit card available.

Debit cards must have the Visa/MasterCard or Discover logo on the card.

**STEP 2:** Have your citation number available.

The citation number may be found on the top right corner of the citation beginning with FW.

STEP 3: To pay the citation fee, go to:

https://www.thepayplace.com/mi/deleg/firesafetyfines

STEP 4: Enter the citation number in the required fields without a dash.

(Example: 19xxxxx)

STEP 5: Click on the printable receipt box at the bottom of the page to print a receipt.

## **Frequently Asked Questions**

What if I don't know my citation number (FW)? The citation number is located on the top right of the citation. (Example 19-xxxxx)

What fees are charged for using the online service? The online payment system is offered free of charge.

Can I pay by electronic check? No.

Payments can only be made with a credit or debit card that contains the Visa, MasterCard or Discover logo.

**Do I need a PIN if using a debit card?** No. Payments are processed as a credit

transaction and therefore do not require a PIN.

How quickly will my online payment be posted to my account? Most payments will post the same day. Depending on your financial institution, the payment may take 2 to 3 days to post.

What if I don't know the amount due? You may contact the Bureau at (517) 335-4058 for assistance.